

# NSHS ESC MEETING MINUTES for 1 March 2001

## MISSION STATEMENT

We provide education, training, information, and program management in health care delivery to enable uniformed services personnel to meet their mission in war and peace.

## MEETING OBJECTIVES:

1. Update of directorate processes
2. Redline Strategic Planning process
3. Unassigned processes
4. Redline Corrective and Preventive Action process

**LEADER: CAPT Wynkoop**

**FACILITATOR: CDR Whalen, CDR Baker,**

**LCDR Kennedy, LT Leonard, MR**

**Kirkbride**

**TIME:**

**FROM: 08:30 TO: 1200**

## MEMBERS PRESENT

- CAPT Younger
- CAPT Miller
- CDR Hearin
- LT Miller
- HMCM Castillo
- CAPT Welbourn
- CDR Bryson
- MR Dumbeck
- MR Behnke
- HM2 Pitt
- CDR Whalen (Adhoc)
- CDR Baker (Adhoc)
- LCDR Kennedy (Adhoc)
- Mr. Kirkbride (Adhoc)
- LT Leonard (Adhoc)

## MEMBERS NOT PRESENT

- CAPT Wynkoop
- CDR Luke

AGENDA ITEM (Attached)	COMMENTS / CONCLUSIONS ACTIONS (IF ANY)	PERSON(S) RESPONSIBLE	BY WHEN
Feedback and review of agenda	The XO opened the meeting with a review of the agenda and ESC minutes of 15 February 2001.	CAPT Younger	
Directorate Process Update	Each Director briefed their status of directorate process. Position Management Process was removed from the Inter-directorate processes.	Directors	
Redline Strategic Planning	The ESC members made redline changes to the Strategic Planning process. Process will be submitted for signature at the next ESC meeting.	CDR Whalen	
Unassigned processes	Each director briefed their issues with unassigned processes: <ul style="list-style-type: none"> <li>• DD 1556 is an ISO process (OA)</li> <li>• Check-in/out is not an ISO process</li> <li>• Orientation is an ISO process (OA)</li> <li>• Travel is an ISO process (OF)</li> <li>• HPSP Assessions (to be determined)</li> <li>• Purchasing is an ISO process (OS)</li> <li>• NADDS is an ISO process (OS)</li> </ul> <b>Action item:</b> ISO-IT will develop a process improvement statement for the Quality Manual.	Directors	
	<b>Action item:</b> ESC members identify by name stuff to attend internal auditors training.	ISO-IT	
		ESC members	

Set agenda for next meeting	Next scheduled ESC meeting is 8 March 2001	ESC members	
Open action items	<p style="text-align: center;"><b>REGISTRARS</b></p> <p><b>Action Item:</b> The ISO-IT will request and schedule the briefing by the Registrar's. <b>(Briefings are scheduled for the 22 March 2001).</b></p> <p><b>Action Item:</b> The ISO-IT will redline the Quality Manual and update the ESC as they complete each section.</p> <p><b>Action item:</b> Director for Academic's will develop the training process</p>		